



Electronic Communications Meeting June 27, 2024

Attendees:

Dr. Constance Bails, EC Chair – Area X, Chapter 737 Fairfax
Stan Palen, VFN Webmaster – Area VIII, Chapter 595 Colonial Beach
John Bails, VFN Network Coordinator - Area X, Chapter 737 Fairfax
Frances Boatman, VFN President – Area VII, Chapter 111 Roanoke Valley
Area II – Fran Sansone – Chapter 974 Virginia Beach
Area IV – Willie Levenston – Chapter 1697 Brentwood
Area I (interim) and Area VII – Ellie Long – Chapter 111 Roanoke Valley
Area IX – John Bankson – Chapter 1159 Annandale
Area X – Nancy Palmerino, Chapter 007 Arlington

Absent:

Deborah Fisk, Assistant Chair – Area III, Chapter 2265 Midlothian
Area III – Cynthia Graunke – Chapter 2265 Midlothian
Area IV – Deborah Brown – Chapter 1697 Brentwood

Meeting was called to order by Dr. Bails at 4:09 p.m. on Thursday, June 27, 2024.

Review of June 5, 2024 Zoom Training

EC team members thought it went well. Sixty plus people registered; 42 attended. There were positive reviews in chat. The second session scheduled for June 19th didn't happen because Parts 1 and 2 were combined into the June 5 training. This training session wasn't recorded. Future trainings **will be** recorded. John Bails will record live and Willie will edit the full recording into a manageable file size for posting online. As well, a practice session can also be done to reduce issues with file size.

Next training is scheduled for Wednesday, July 10 at 2:00 PM – FEDHub presented by Cindy Graunke. John Bails will send the link to her.

Zoom Representatives

During the review of Action Items, we discussed the training for license holders and training for Area VPs. Who has licenses? John Bails will send Larry McIlwee his list of who holds licenses and their alternates and request an update. John will send out the updated list to all EC team members. Frances Boatman stated this needs to be resolved before the July Board Meeting.

Electronic Communications budget and expenditures.

There was a lengthy discussion about costs related to EC. The WordPress website was just renewed; \$503.75 for three years. Is this in the budget? Unknown; noted it was to be charged to Hosting software Web-Admin. Invoice should be paid by the Treasurer, not the owner. Stan explained HostGater (server host) does not work that way. Account/Admin access is assigned to one individual, not an organization. Only one person can be an admin, the person who pays the bill. Can that person use a VFN.org email address?

Another payment is annual \$300 for a system lock (firewall) so the website can't be changed. The standard package has a firewall, but it's not as foolproof and robust as this additional one. Connie stated the EC Team needs to know about all payments for Electronics Communications. Frances, Connie, and Stan will follow up.

Quarterly Report

Connie and Ellie will prepare. Frances is asking all Program Chairs to submit measurable goal statements for 2025 at the July Board Meeting. For example, one of hers is to visit the remaining VFN chapter meetings that she did not attend in her first year as VFN President.

EC website - all things in one place

Several people have mentioned having meeting minutes, publications, and EC training handouts on the EC page. This was agreeable with everyone. We'll also add a file with the 2024 EC Training Schedule. Ellie will add them to the EC page. We decided to keep training handouts and 2023 meeting minutes in their current locations, Resources/Training and Resources/Files respectively, as a logical place people might look for these first. Fran suggested to add a note about the other locations they can be found. The VFN website also has a Search field.

Meeting dates in November and December

Meeting dates for these two months have been changed to the third Thursday of the month because of the holidays. The VFN Calendar has been updated with these changes.

Thursday, November 21, 2024 at 4:00 PM

Thursday, December 19, 2024 at 4:00 PM

Where do we go from Here? New Ideas / Open Discussion

-Connie suggested doing training sessions on X (Twitter) and Instagram.

-Frances suggested training on electronic newsletters, or at least helping chapters develop them to keep members informed and interested in attending meetings.

-Fran said X and Instagram might be too advanced. We need to find a way for members to embrace electronics, find a way to get them interested or do a little bit in one or two aspects, and then show the ones "not sure" how to do it. Connie thought we should offer training on the other platforms and if no one shows, we move on.

-John Bankson noted a "selling point" for EC is, as time goes on, people will be left behind.

- Connie mentioned again taking EC on the road to chapter or joint chapter meetings.

-Stan mentioned 1) There is a new VFN VA logo which includes the Eastern Shore (see top of page 1); 2) Photos are now posted on the website. (3) Update Windows NOW if you use public WI-FI. A flaw allows hackers to access and compromise systems as long as they are connected to the same public WI-FI network.

Action Items Update and Review

<u>Action Items completed:</u>	<u>Results</u>
<ul style="list-style-type: none">• Prepare for June 5 and June 19 training presentations.• Ellie volunteered to handle Area I on an interim basis.	<p>-Training for both sessions presented on June 5, 2024. Well attended.</p> <p>-Frances has spoken with Marilyn.</p>

<p><u>Action Items ongoing:</u></p> <ul style="list-style-type: none"> • Monitor the VFN calendar is kept updated. • Send an invite for each EC meeting. The Recording Secretary (or as necessary, the backup) will send out an agenda and meeting reminder each month. Meeting link is on the VFN Calendar. • Add a few bullets to the training announcements with what will be covered in each session. • Live record EC training presentations and edit for posting on the VFN website. 	<p><u>Responsibility</u></p> <p>-Debbie Fisk</p> <p>-Ellie; (Fran is backup).</p> <p>-All training presenters; if more than one, choose one from between/among the presenters before sending to Frances.</p> <p>-John Bails (record); Willie Levenston (edit). Posting TBD.</p>
<p><u>Action Items pending:</u></p> <ul style="list-style-type: none"> • Prepare for July 10 FEDHub training presentation. • Send current list of Zoom license holders and their alternates to all EC team members. • Schedule separate training sessions, one for Zoom License Holders and one for Zoom for new AVPs. • Schedule a meeting to resolve having two VFN Facebook pages. • Ellie volunteered to handle Area I on an interim basis. • Resolve problems with security in setting up administrators in WordPress. (Delayed, and may not be possible.) • Provide one on one WordPress training to EC Area reps. (Delayed, and will only happen if access for reps is possible.) • Explore using Constant Contact as the VFN email notification system. 	<p><u>Responsibility</u></p> <p>-Cindy (presenter) John Bails (Link) Frances (FEDHub announcement)</p> <p>-John Bails prior to July Board Meeting.</p> <p>-Debbie Fisk</p> <p>-Frances Boatman</p> <p>-Ellie to post chapter meetings on the VFN calendar, update websites as needed, and post chapter newsletters. F7s are current.</p> <p>-Debbie Fisk and Stan Palen</p> <p>-Ellie, if/when logons and passwords have been issued.</p> <p>-Debbie Fisk to investigate costs and usage.</p>

Next meeting is scheduled for Thursday, July 25, 2024 at 4:00 p.m.

There being no further business, the meeting was adjourned at 5:27 p.m.

Ellie Long
Recording Secretary